

MEMORANDUM

TO: Applicants

FROM: North Reading Community Planning Commission

SUBJECT: Guideline for Processing Applications

The Community Planning Commission wants to process applications as speedily as possible. We understand the Regulations are complex and often confusing. The Regulations are designed to deal with different situations from large scale developments to simple boundary changes. Therefore, not all the Regulations may be applicable to your application.

It is recommended that before you file your application, you discuss your proposal informally with the Planning Administrator. The Planning Administrator will review your project for conformance with the Town's Regulations and advise you on procedures for obtaining approval. Call (978) 664-6050 for an appointment.

The key to receiving a prompt decision is to have all the necessary information in to the Planning Office before the Community Planning Commission board meeting. All applications **MUST** be submitted to the Planning Office twenty one (21) days prior to the Community Planning Commission meeting at which it will formally be reviewed. The Planning Department will schedule you for a Public Hearing. In order to be scheduled, your application must be complete.

We recommend that you meet with the Planning Administrator when you submit your application to ensure that everything is in order.

Copies of the Regulations are available for your review, or purchase, in the Planning Office, Town Hall.

DEFINITIVE PLAN - SUBDIVISION OF LAND

APPLICATION PACKAGE

In order for the Community Planning Commission to consider an application packet "COMPLETE" all of the following items must be submitted:

1. Filing fee (\$500.00 + \$5.50/lineal foot of roadway) _____
2. Complete application form (Form C) _____
3. Complete designers certificate (Form D) _____
4. Mortgage statement if applicable (Form R) _____
5. Two (2) original reproducible mylars of each sheet
(Prior to approval.) _____
6. Nine (9) copies of the plans _____
7. Evidence of filing with Town Clerk
(To be provide by the CPC office at the time of submittal.) _____
8. Letter of authorization if applicant is other than owner _____
9. A brief letter of explanation describing the proposal _____
10. Compete certified list of abutters
(Obtainable from North Reading Assessing Office.) _____
11. Evidence from assessors that taxes are paid up to date
(Obtainable from North Reading Tax Collector.) _____
12. All runoff, drainage calculations and compensation flood
storage proposal with a report describing all proposed
alterations of floodplains, mitigation measures and
construction methodology. _____

NOTE: Other supporting documents including, but not limited to traffic studies, environmental reports, decisions of other Boards, conditions or covenants already imposed, etc. may be required by the Community Planning Commission prior to final approval. All costs incurred from legal advertisements and abutters notices will be borne by the applicant.

**TOWN OF NORTH READING, MASSACHUSETTS
COMMUNITY PLANNING COMMISSION**

FORM C

page 1 of 2

(This form to be accompanied by Forms D, and E. See Form T for Applicant Signature Information)

APPLICATION FOR APPROVAL OF A DEFINITIVE PLAN

File one completed Form with the Community Planning Commission together with two (2) originals and eight (8) copies of the plan in question; and file a copy of this application with the Town Clerk in accordance with Section III, C-1.

Date of Filing

Received By

Date

To the Community Planning Commission:

The undersigned, being the present record owner of all land included within a proposed subdivision shown on the accompanying plan entitled _____ drawn by

_____ dated _____ Being land bounded as follows: _____

_____ hereby submits said plan as a DEFINITIVE Subdivision Plan in accordance with the Rules and Regulations of the North Reading Community Planning Commission and makes application to the Commission for approval of said plan.

The undersigned's title to said land is derived from _____

_____ by deed dated _____

_____ and recorded in the Middlesex County Registry of Deeds Book _____, Page _____, registered in the Middlesex County District Land Court, Certificate of Title No. _____ and shown on North Reading Assessor's Map Number: _____

_____ Parcels: _____ and said land is free of encumbrances except for the following: _____

_____ Said plan has () has not () evolved from a

Preliminary Plan submitted to the Commission on

(date) _____, and approved () approved with modifications () disapproved () on

(date) _____.

The undersigned hereby applies for the approval of said DEFINITIVE Plan by the Commission, and in furtherance thereof hereby agrees to abide by the Commission's Rules and Regulations. The undersigned hereby further covenants and agrees with the Town of North Reading, upon approval of said DEFINITIVE Plan by the Commission:

1. to install utilities in accordance with the Rules and Regulations of the Community Planning Commission, the Public Works Department, Fire Department and Police Department, and all general and well as Zoning By-Laws of said Town, as are applicable to the installation of utilities within the limits of ways and streets:
2. to complete and construct the street or ways shown thereon in accordance with Section V of the Rules and Regulations of the Community Planning Commission and the approved DEFINITIVE Plan, profiles and cross sections of the same.

Said Plan, profiles, cross sections and construction specifications and specifically, by reference, incorporated herein and made a part of this application. This application and the covenants and agreements herein shall be binding upon all heirs, executors, administrators, successors, grantees of the whole or part of said land, and assigns of the undersigned; and

3. to complete the aforesaid installations and construction within two (2) years from the date of approval.

Print Name of Applicant: _____

Signature of Applicant: _____

Address: _____

Print Name of Owner if other than Applicant: _____

Signature of Owner if not the Applicant: _____

Address: _____

**TOWN OF NORTH READING, MASSACHUSETTS
COMMUNITY PLANNING COMMISSION**

FORM D

DESIGNER'S CERTIFICATE

Date of Filing

To the Community Planning Commission:

In preparing the plan entitled _____

_____, Sections; _____ Sheets; _____ my source of
information about the location of boundaries shown on said Plan were one or more of the following:

1. Deed from _____ to _____ date _____
and recorded in the Middlesex County Registry of Deeds Book _____, Page _____.

2. North Reading Assessor's Map No. _____, Parcel _____.

3. Oral information furnished by _____

4. Actual measurement on the ground from a starting point established by _____

5. Other sources _____

Seal of Engineer or Surveyor

Signature: _____

Number of Registered Professional Engineer or Registered

Land Surveyor: _____

—

Address: _____

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**TOWN OF NORTH READING, MASSACHUSETTS
COMMUNITY PLANNING COMMISSION**

FORM R

MORTGAGES ACQUIRED AFTER SUBMISSION OF COVENANT

(This Form to be sent to the applicant by the Community Planning Commission following proof of covenant recording at the Registry of Deed)

A copy of the deed (s) shall be attached to this Form if different from that which accompanied the Definitive Application Form C.

Additional mortgages (i.e. development mortgages):

Description of Mortgages: _____

(Give complete names, addresses and Registry of Deeds reference - date of mortgage, book, page and date recorded)
I hereby certify that said property is free of all liens and encumbrances except for the above and the following:

Witness

Date

Signature of Applicant

Date

Assents of Mortgagees to the Covenant:

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

Date: _____

The personally appeared the above name _____ and acknowledge the foregoing instrument
to be _____ free act and deed, before me,

My Commission Expires: _____

Notary Public

NOTE: THE SIGNATURE(S) OF THE MORTGAGEE(S) SHALL BE NOTARIZED AND THIS FORM SHALL
BE RETURNED TO THE COMMUNITY PLANNING COMMISSION.

#	CHECK LIST FOR DEFINITIVE PLAN SUBMITTAL - DESIGN CHECK	YES	NO
1.	Form C Review		
2.	Form D Review		
3.	Form E Review		
4.	Stamped and signed by the Engineer or Land Surveyor		
5.	Index sheet with Assessor's map and parcel no. (1" = 100' or 1" = 200')		
6.	Plan and profile each street (1" = 40 Hor. - 1" = 4' Vert.)		
7.	U.S.G.S. datum for all elevations.		
8.	24" X 36" size sheets		
9.	Proper title with name and address of applicant, designer, engineer, and surveyor.		
10.	North arrow, bench mark and boundaries.		
11.	Copy of the deed to be reviewed.		
12.	Location and ownership of abutting property to be checked.		
13.	Major features, waterways, trees, walls, swamps, drainage courses, and etc.		
14.	Lines of existing and proposed streets, ways, lots, lot numbers, easements, public or common		
15.	Proper geometry of all lines, bearing and distances. (Item F - Page13)		
16.	Permanent monuments. (All to be shown)		
17.	Proper notation for existing roadways, rights-of-way, and etc.		
18.	Board of appeals decisions, easements, covenants or restrictions on land.		
19.	Land court information.		
20.	Existing and proposed profiles. (See item 1, page 13) with at least 2 Bench Marks.		
21.	Existing and proposed topography (2' Contour).		
22.	Contour lines 4 feet above highest known high water mark.		
23.	Existing and proposed water supply, etc. (D.I. Pipe) design calculations.		
24.	Existing and proposed drainage - design calculations stamped by a Registered Professional		
25.	Location of sewage disposal system and proposed houses.		
26.	Location and evidence that downstream discharge of stormwater on private property is		
27.	Calculations on stormwater pipe size.		
28.	Location and species of proposed trees.		
29.	Typical cross-section of roadway, street, sidewalk, and etc.		
30.	Location of proposed street lights.		
31.	Calculations to substantiate the fire protection, vehicular flow and safety are provided.		
32.	Tabulations of various area. (Item T, Page 15).		
33.	Proposed location of telephone.		
34.	Proposed location of electric.		
35.	Proposed location of gas. (Where applicable).		
36.	Overall drainage plan of subdivision and total drainage area contributing.		
37.	Overall water plan of subdivision as related to Master Plan.		
38.	Proof that plan of subdivision has been submitted to Board of Health.		
39.	Soil survey or test borings (Item 5, Page 17).		
40.	Zoning classification of land on plan.		
41.	Permit under Chapter 131 (Hatch Act).		
42.	All design standards adhered to. (Section IV and V)		
43.	Location of trees or wooded areas to be retained.		
44.	Open space requirements. (D. page 27)		

EXCERPTED FROM COMMUNITY PLANNING COMMISSION
SUBDIVISION RULES AND REGULATIONS

Subdivision: Subdivision shall mean the division of a tract of land into two (2) or more lots and shall include a re-subdivision, and , when appropriate to the context, shall relate to the process of subdivision or the land or territory subdivided; provided, however, that the division of a tract of land into two (2) or more lots shall not be deemed to constitute a subdivision within the meaning of the Subdivision Control Law, if at the time when it is made, every lot within the tract so divided has a frontage on

- a. A public Way;
- b. A way shown on a plan theretofore approved in accordance with the Subdivision control Law;
or
- c. A way in existence when the Subdivision Control law became effective in the Town, having in the opinion of the Community Planning Commission, sufficient width, suitable grades and adequate construction to provide for the needs of vehicular traffic in relation to the proposed use of the land abutting thereon or served thereby, and for the installation of municipal services to serve such land and the buildings erected or to be erected thereon. Such frontage shall be of a least distance as is then required by Zoning or other By-law.

Conveyance or other instruments adding to, taking away from or changing the size and shape of lots in such a manner as not to leave any lot so affected without the frontage above set forth, or the division of a tract of land on which two (2) or more buildings were standing when the subdivision Control Law went into effect in the Town in which the land lies into separate lots on each of which one (1) of such buildings remains standing, shall not constitute a subdivision. (Section 81-L of Chapter 41 of the General Law.)

DEFINITIVE PLAN

1. General

Any person who submits a Definitive Plan of a subdivision (submitted plan) to the Community Planning commission for approval shall file with the Commission the following: All items required in paragraphs 1a. 1b. and 2 of this section and the minimum filing fee shall be submitted for a Definitive Plan to be "duly submitted" in accord with the General Law of Massachusetts by the commission and the subdivider. Until all required information and materials are submitted, no legal submission will have taken place and the applicant and the Town Clerk will be so notified in writing within fourteen (14) days of the date of filing.

- a. Two (2) original mylar drawings of the Definitive Plan and eight (8) contact prints thereof, dark lines on white background. One original drawing shall be returned after approval or disapproval.
- b. A properly executed application Form C, Application for Approval of a Definitive Plan including the time within which the applicant agrees to complete the ways and install the public utilities in the subdivision; Form D, Designer's Certificate; and Form E, Certified List of Abutters.

Approval of all plans shall be upon the condition that all ways shown thereon and public utilities required by the Commission shall be completed and installed within the time so specified. The commission may decline to approve any plan unless the applicant agrees to complete the way shown thereon and install the public utilities aforesaid within two (2) years of the date of approval. If the way in any subdivision are not complete and the utilities aforesaid are not installed within the time so agreed to by the applicant or so required by the Commission, no such way shall thereafter be laid out, constructed, completed or opened ⁶ public use unless and until a new application is filed with and approved by the Commission. Ways or portions thereof not completed within two (2) years from the date of approval by the Commission shall thereafter be completed in accordance with the then in force construction standards of the Community Planning commission contained herein.

The applicant shall file by delivery or registered or certified mail a notice with the Town clerk stating the date of submission for such approval and accompanied by a copy of the completed Form C, application for Approval of Definitive Plan.

2. Contents

The Definitive Plan shall be prepared by a professional engineer and land surveyor registered in Massachusetts and shall be clearly and legibly drawn. The plan shall be at a scale of an inch (1") equals forty feet (40') or such other scale as the Community Planning Commission may accept to show details clearly and adequately, and shall include plans and profiles of each individual street at a scale of one inch (1") equals forty feet (40') horizontal and one inch (1") equals four feet (4') vertical. All elevations shall refer to the United States Coast and Geodetic Datum. Sheet size shall be twenty-four by thirty-six inches (24"X36") including one inch (1") border. All plans shall be accompanied by and index sheet at a scale of one inch (1") equals one-hundred feet (100') showing the entire subdivision and adjacent streets and dimensions of the lots and streets and lot numbers. This plan shall indicate the Assessor's Map and Parcel number on the land in question.

- a. A title, appearing in the lower right-hand corner of the plan, showing the name of the subdivision, if any, the date, scale, the names and addresses of the applicants, and the names of the designer, engineer and surveyor who made the plan, their seals and signatures.
- b. North arrow, benchmark, and boundaries of the subdivision.
- c. Location and ownership of abutting property as it appears on Form E, Certified list of Abutters, unless the

applicant shall have more recent knowledge of such abutters, including all abutting land owned by the applicant not presently being subdivided. A copy of the deed of the land in question shall also be submitted.

- d. Major features of the land, such as existing waterways, swamps and water bodies, natural drainage courses, walls, fences, buildings, wooded areas, outcroppings and ditches which exist on or near the site at the time of survey.
- e. Lines of existing and proposed streets, ways, lots, lot numbers or other designation of each lot, easements, and public or common areas within the subdivision. If the subdivision consists of more than one section, all lot numbers shall be consecutive.
- f. Sufficient data to determine the location, direction and length of every street and way line, lot line and boundary line, and to establish these lines on the ground. This shall include the lengths and bearings of ~~all~~ subdivision lot lines including lot frontage on streets, of the boundary lines of ~~all streets on~~ the easements, and the length, radii, tangents and central angles of all curves in lot lines and ~~street lines~~. All angle points or intersections of tangents along the street lines shall be shown adjoining ~~lands of the applicant not~~ included in the subdivision will be shown.
- g. Location of all permanent monuments properly identified as to whether existing or proposed.
- h. Location, names and present widths of streets, or private ways bounding, approaching or within reasonable proximity of the subdivision, showing both roadway widths and rights-of-way widths.
- i. Indication of all easements, covenants or restrictions applying to the land and their purposes, whether or not within the subdivision, including any decision on appeal or variance or exceptions made by the Zoning Board of Appeals applicable to the subdivision of the land or any buildings thereon.
- j. If the property that comprises the subdivision or any part or boundary thereof has been examined, approved, and confirmed by the Massachusetts Land Court, such information shall be noted on the plat with case numbers and other pertinent references to Land Court procedure, and the same requirement shall apply to any adjoining parcels of land of the applicant.
- k. Suitable space to record the action of the Community Planning Commission and the signatures of the five ~~§~~ members of the Community Planning Commission.

(Items l through s may be submitted on the same sheet as the Definitive Plan or on separate sheets):

- l. Existing profiles on the exterior lines drawn in fine black line, dotted for left and dashed for right side, ~~a~~ proposed profile on the finished center-line drawn in fine black solid line of proposed streets at a ~~horizontal~~ scale of one (1") equals forty feet (40') and vertical scale of one inch (1") equals four (4') or such ~~otherscales~~ acceptable to the Community Planning Commission. At least two (2) bench marks are to be ~~shown on plans and~~ profiles, and grade elevations at every fifty foot (50') station except in vertical curves which shall be at every twenty-five foot (25') station. All existing and proposed intersections, and ~~sidewalks~~, shall be shown with all proposed grade elevations calculated. Elevations are to be referred to ~~U.S. Coast and Geodetic Survey~~. Gradient shall be shown by figures expressed in percent. The plans and ~~profiles of all proposed roadways, at~~ their interface with existing ways, shall be sufficiently detailed to ~~ensure proper and consistent mate-up of~~ proposed with existing facilities such as gutter line grades, ~~berms, sidewalks, grass strips, and off-road grading~~.
- m. Existing and proposed topography at two feet (2') contour intervals and, by symbols ~~,~~ the highest known differentiating symbols, the contour line four feet (4') above said high water mark. In a subdivision or

similar proposal larger than fifty (50) dwelling units or larger than five (5) acres, whichever is less, the applicant shall supply base flood elevation data.

The topographic plans shall clearly indicate the Town's Wetland and Floodplain Protection District as defined in Section 9.4 of the Zoning By-Law. The Town's Aquifer Protection District shall also be identified, if applicable, as defined in Section 8.7 of the zoning By-Law. Additionally, clearly distinguishable boundaries shall outline the following.

- i. All unnumbered A and A1-A30 flood zones shown on the latest flood Insurance Rate Map for the Town of North Reading prepared by the Federal Emergency Management Agency.
 - ii. The wetland boundaries as shown on the Town of North Reading Wetlands Map prepared by Habitat Institute in 1976 and filed with the Town Clerk on September 5, 1985.
 - iii. Calculated areas of the 100 year flood level for post-development and conditions if different from that for existing conditions as identified in "a" above.
 - iv. Actual wetland boundary, as defined in Chapter 131 and as determined by an appropriate qualified botanist, if different from that identified in "b" above, with appropriate supporting documentation.
- n. Size and location of existing and proposed water supply mains and their appurtenances, hydrants, sewer pipes and their appurtenances and/or sewage disposal systems, storm drains and their appurtenances, and easements pertinent thereto, and dimensions of gutters, including data on borings and percolation tests made, and method of carrying water to the nearest watercourse or easements for drainage as needed, whether or not within the subdivision.

If surface water drains will discharge on adjacent existing streets or onto adjacent properties not owned by the applicant, he shall clearly indicate what course the discharge will take, and shall present evidence to the commission that the discharge is satisfactory and permitted by public or private ownership of adjacent street or property and does not cause any detrimental effects to public or private property. Where surface or subsurface drainage is proposed to discharge into an existing drainage system, the adequacy of the existing drain system shall be evaluated for adverse impact down to the ultimate point of discharge to a significant natural water course.

- o. Calculations prepared by a Registered Engineer to substantiate proposed drain pipes sizes. The computations shall be based on the current standard design used by the Department of Public Works and conform with the master Plan on Drainage. All surface runoff computations shall be formulated using the Modified Soil Cover Complex Method of the Soil Conservation Service. Design storm frequencies of 2,5,10, 25, 50 and 100 years shall be evaluated for both existing and post-development conditions. A zero increase in the peak rate of runoff for all storms analyzed shall be maintained by utilizing measure such as retention, detention or, preferably, by induced infiltration where soil conditions permit. Additionally, every attempt should be made to sustain existing runoff volumes by either minimizing the creation of impervious areas or by increasing post-development times of concentration. Runoff volumes for each analysis conducted shall be clearly reported in the drainage calculations for Community Planning commission consideration.
- p. Proposed street trees shall be indicated on the profile sheet and shall be planted in at least ½ cubic yard of loam in the front grass strip at a spacing to be determined by the Community Planning commission depending upon the tree species. A list of acceptable trees is available in the community Planning commission office. The developer will be responsible for ensuring survival of said trees for a period of 18 months after street acceptance.

- q. Cross sections typical of each street, roadway and sidewalk to be constructed.
- r. Location of proposed street lights and sidewalks.
- s. Necessary engineering calculations to provide information to the Community Planning Commission that fire protection, vehicular traffic flow, and all other safety precautions are being provided.
- t. In tabular form as follows for each sheet of the subdivision plan as submitted.
 - a. The total area which is being subdivided on each sheet.
 - b. The total number and area of lots included on each sheet.
 - c. The total of areas dedicated for street purposes, drainage, sewer or utility easements on each sheet.
 - d. The total of areas reserved for parks, schools, and other public use on each sheet.

SUBDIVISION NAME:

SECTION NO.

SHEET NO.

1. Total area of original tract shown on this plan equals. _____
- a. Area in lots nos. (1 through 5, etc.) equals _____
- b. Area in streets (A-B-C, etc.) equals _____
- c. Area reserved for parks, schools, etc. equals _____
- Total area of subdivision (should equal No. 1 above) _____
- d. Street-Station _____ to Station _____ equals _____
- e. Street-Station _____ to Station _____ equals _____
- f. Street-Station _____ to Station _____ equals _____
- Total area of streets (should equal 'b' above)
- g. Sewer Easement: Street-Station _____ to Station _____ equals _____.
- h. Drainage Easement: Street-Station _____ to Station _____ equals _____.
- i. Utility Easement: Street-Station _____ to Station _____ equals _____.
- j. Other _____: Street-Station _____ to Station _____ equals _____.

u. As a part of the Definitive Plan, there will be submitted an overall Drainage Plan with topographic details of the subdivision and all areas within the total drainage area plus the area of ultimate disposal. A separate plan, or as part of the above, shall be included for the water system as it pertains to the Master Water Plan. The above requirements may be on one plan or on two separate plans, with complete details of the drainage and water system. Approval by the Department of Public Works must be obtained for their concurrence on the overall Water System Plan.

3. Review by Board of Health as suitability of the Land

At the time of filing of the Definitive Plan with the Community Planning Commission, the applicant shall also file with the Board of Health one (1) contact print of the Definitive Plan, dark line on white background, test holes as the Board of Health may require, plus the information required on Schedule B, Board of Health Review. Proof of submittal of Definitive Plan to the Board of Health shall accompany the Definitive Plan filing with the Community Planning Commission. The Board of Health shall within forty-five (45) days after the filing of the plan report to the Community Planning Commission, in writing, approval or disapproval of said plan. If the Board of Health disapproves said plan, it shall make specific findings as to which, if any, of the lots shown on such plan cannot be used for building sites without detriment to the public health, and include such specific findings and the reasons therefore in such report, and, where possible, shall make recommendations for the adjustment thereof. Every lot shall be provided with the sewerage system or sewer connection satisfactory to the Board of Health.

4. Review by Other Town Officials

The Clerk of the Community Planning Commission may transmit copies of the Definitive Plan to Town officials other than the Board of Health as follows:

One (1) copy each to the Town Counsel for review of easements and agreements; the Department of Public works; the Building Inspector; the Fire Department; the Police Department and the Community Planning Commission Agent.

Before the Definitive Plan is approved, the Community Planning Commission may request written statements from the above officials with regard to the proposed improvements in the following respect.

- a. Town counsel as to the forms of easements, covenants and performance guarantees.
- b. Department of Public works and/or the Community Planning Commission Agent as to the design of the street system, location of easements, monuments, drainage system, water system, and if applicable, the sewage system.
- c. The Fire Department as to location of hydrants, and with regard to safety requirements.
- d. The Police Department as to street safety.

5. Soil Survey and Percolation Tests

Where appropriate, the Community Planning Commission may require, at the expense of the applicant, soil surveys and/or test borings to establish the suitability of the land for the proposed storm drainage system and proposed street construction. Such soil surveys and tests must be filed with all plans for non-residential subdivision or multi-family residence.

6. Public Hearing

Before taking any action to approve, approve with modification, or disapprove a Definitive Plan, the Community Planning Commission shall hold a hearing at which parties in interest shall have an opportunity to be heard, in person or by agent or attorney. Notice of the time and place of such hearing and of the subject matter, sufficient for identification, shall be published in a newspaper of general circulation in the Town once in each of two (2) successive weeks, the first publication to be not less than fourteen (14) days before the date of the hearing, and by mailing a copy of such advertisement to the applicant and to all owners of land abutting the land shown on the plan and shown on the most recent tax list.

The procedure that the community Planning commission will follow with regards to approval, disapproval or modification of the final plan submitted by the applicant will be that as set forth in Chapter 41, Section 81-U of the General Law, as amended. In summary, the Commission, after receiving the final plan and profiles, will review the same to determine whether they are in compliance with its adopted Rules and Regulations and the Zoning Bylaw.

Before final approval of the plan, the applicant shall comply with all applicable regulations and rules of the Department of Public works and the Board of Health not otherwise covered by these Rules and Regulations. Specific reference is made to the specification for sewerage systems, which shall conform with the rules and regulations of the Board of Health.

Before final approval of the plan, the applicant shall establish that the lots in the Definitive Plan are in conformity with the North Reading Zoning Bylaw, and failure of the lots to comply will be adequate grounds for disapproval of the Definitive Plan.

(Chapter 41, Section 81-Q of the General Law, and amendments thereto.) The commission may, as a condition of granting a permit under Section 81-Y, impose reasonable requirements designed to promote the health, convenience, safety and general welfare of the community and to benefit the Town. In such event, the Commission shall endorse such conditions on the plan to which they relate; or set forth a separate instrument, attached thereto, to which reference is made on such plan and which shall for the purpose of the Subdivision Control Law be deemed to be a part of the plan.

Before final approval of the plan, all necessary permits under Chapter 131 of the General Law as written or revised and from the Massachusetts Department of Public works, and any other state agency shall be obtained and copies forwarded to the Community Planning Commission.

Notations shall be made on the plans of any revisions and the date revisions were made. A letter shall also accompany the plans fully describing all revisions in detail.

Following endorsement by the Community Planning Commission, the applicant shall supply a duplicate mylar of the sheets to be recorded and the original mylar of all other sheets and nine (9) prints of the signed plan. All legal documents shall be marked for return to the Community Planning Commission by the Registry of Deeds.